

## **Community Outreach Coordinator**

30 hours per week

\$16/hr

16 week contract

### **Description:**

St. Philip's Lutheran Church is seeking a community-minded individual to support its management of two marquee summer programs. The successful candidate will help grow the relationship between the church, the community and partner programs while delivering a dynamic summer program that supports outreach into the community. Candidates should be team players that are excited to be part of dynamic teams and eager to see community programming grow.

### **Programs of Note:**

This role requires candidates to take a central role in the administration and execution of the Good Food Market and Neighbourhood Table.

Good Food Market is a community farmer's market in conjunction with the FoodShare program. The market runs once a week, providing affordable fresh produce to those that have little to no access to these products. The market serves the surrounding community with special emphasis on those around the Capri Park area. The market also hosts pop-up vendors who offer free samples of healthy food to our patrons.

Neighbourhood Table is a community meal program that looks to educate families on food safety, the life cycle of the food we eat, and safe kitchen practices to support all family roles – from the teenager looking for an afterschool snack, to families that require quick and nutritious dinners at lower costs. In the past, the program has included a hands-on kitchen learning environment, arts and crafts, kid-friendly science, outdoor physical activity, and a program for caregivers that delves deeper into weekly themes.

### **Responsibilities**

#### Administration

- Submit weekly orders to FoodShare in association with both market and event needs
- Maintain budget, survey and evaluation records for both programs
- Ensure preparation is done pre-event as required (set up, advanced preparation of food products, display, etc)
- Participate in planning meetings and discussions prior to events

#### Communication

- Liaise with community partners associated with both programs to meet needs of the church, the community and partners
- Use social media and traditional print marketing to publicize market and event
- Coordinate and manage church and community volunteers for both the market and the event

- Assist in volunteer training prior to event to ensure smooth execution of market and event

### Execution

- Acquiring additional supplies as required to support successful execution
- Receive, organize, inventory and display produce for the market
- Interact with customers and participants during market and event as required
- Act as overarching manager of both events during execution, constantly communicating with volunteers and staff in regards to timing, responsibilities and other information as required
- Aid in the coordination of setup and cleanup efforts with participants and volunteers

### **Qualifications**

- Currently enrolled in a related field of study (eg: community development, social work, nutrition, food security)
- Represent St Philip's Lutheran Church in a professional manner with all members of the public
- Experience managing and coordinating volunteer-based events
- Excellent written and oral communication skills
- Knowledge and desire to work with marginalized communities

### **Assets**

- Knowledge of Arabic language and culture
- Experience working with community-building and outreach
- Experience working with large groups of children
- Knowledge of working with in the context of a Christian church
- Full G driver's license

### **Special Notes**

- This role requires the ability to lift boxes and equipment up to 20lbs
- This role is funding-dependent and relies upon the federal government's Canada Summer Jobs Program
- A current and clear Vulnerable Sector Screen by Toronto Police Services is required. St. Philip's can facilitate this process for the successful candidate.